



Position Title: Finance and Admin Manager
Job Status: 1.0 position
Salary range: \$76,676 - \$95,317
Location: Winnipeg, Manitoba
Revised: April 2024

Primary Responsibility

To oversee all financial and administrative responsibilities of Mennonite Disaster Service Canada (MDSC).

Reporting Relationships

Reports to the Executive Director

Direct Reports

Administrative Assistant (shared)

Key Responsibilities:

1. Finance

- Prepare annual budget and assure compliance within approved budget parameters
- Arrange for and direct audit and review functions
- Adapt financial reporting to the needs of the board, funders, and management
- Serve as staff representative on the Board Finance and Audit Committee
- Perform all bookkeeping functions including:
 - Prepare and post all journal entries
 - Manage accounts payable
 - Maintain general ledger
 - Reconcile monthly statements
- Manage all Unit and project bank accounts
- Train and relate to Canada Unit treasurers regarding financial procedures
- Manage investment portfolios and procedures
- Manage fixed assets for accounting purposes
- Conduct GST reporting, filing, and compliance
- Support volunteer project office managers in their finance role

2. Administration

Office and Financial systems

- Develop, refine, and maintain all office and financial management processes and the associated manuals
- Oversee the acquisition and maintenance of all fixed assets
- Assist units acquiring assets

Compliance and Insurance

- Ensure that MDSC complies with all legal and regulatory requirements
- Formulate proposed policies and recommendations regarding finance, insurance, and provincial and national regulations for approval by the board and develop procedures to implement those policies
- Identify and assess legal and regulatory issues that affect MDSC and keep the board informed
- Secure appropriate insurance coverage for MDSC program and support function



Information technology (IT)

- Provide oversight to the design, development, implementation and coordination of IT systems, policies and procedures specific to MDSC
- Supervise IT consultants
- Collaborate with the MDS U.S. IT team on shared and potentially common IT systems
- Ensure security of data, network access and backup systems
- Manage the office telephone/internet system
- Other tasks/projects as required

Qualifications:

- Knowledge of and commitment to the MDS vision, mission, and core values
- Bachelor's degree or designation in accounting or a bachelor's degree in business administration
- Six years of experience in accounting or finance
- Experience in administration an asset
- One or more years of experience working with people of another culture

Essential Skills:

- Appreciation and respect for Anabaptist values and the diversity of MDS constituency
- Proficiency with Microsoft Office suite and accounting software
- Demonstrated excellence in organizational and managerial skills
- Excellent analytical and problem-solving competency
- Proven written and oral communication skills
- Ability to function well as a team player
- Commitment to high professional standards
- Current in industry best practices
- Ability to multitask in a fast-paced environment
- Availability and willingness to travel approximately 10% time
- Physical requirement: Work is mostly sedentary with extended periods on the phone and at a computer terminal
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is negligible risk of danger